Fall 10-15-2012

2012-10-15 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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Minutes of the CAP Competencies Committee (CAPCC)

Date: October 15, 2012
Location: LTC Forum

Present:
Sawyer Hunley
Don Pair
Juan Santamarina
Kathryn Kinnucan-Welsch
Fred Jenkins
Elizabeth Gustafson
Jennifer Creech
Joan Plungis
Leno Pedrotti
John White
Riad Alakkad
Scott Schneider

Absent
Becki Lawhorn
Leslie Picca
Jim Dunne

Minutes from 9/24/12 approved, 10/1/12 approved with revisions, and 10/8/12 approved with revisions

APC meeting Oct. 15, 2012 approved the CAP course approval procedures with a few points of clarification, and with the exception of 4.8 (time limitations for course approval) which will be discussed at a late date.

A brief update on the Online Course Proposal System status included the fact that feedback from the first draft of the CourseLeaf process had been submitted to the CourseLeaf administrators. The second edited version is expected by 10/22 for review. Each additional revision will require 5 days to process. The program approval form was submitted in the first feedback review and should be available in the next draft. An estimate of availability with no additional revisions is early November.

Several concerns with the previous course approval process were identified:
- Within the work flow, it was unclear as to where to go to process the approval.
- Some people were locked out of the work flow process.
- There was a problem with sending things back for edits.
- Other concerns will be clarified by the Associate Deans as appropriate.

Humanities Commons courses will be the early proposals. Course proposals will be reviewed for each of the Humanities Commons courses (Religious Studies, History, Philosophy, and English) along with the Humanities Commons program proposal. The program proposal will be considered as a cover sheet explaining the linkage between the courses. The courses will be required to meet course approval requirements. Humanities Commons course proposals were submitted to the AAC on October 4th.

Create rubrics/guidelines for evaluating course proposals (Sawyer and Juan)